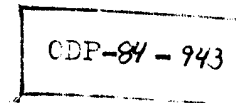


ADMINISTRATIVE INTERNAL USE ONLY



25 JUN 1984

22 June 1984

(fiv)

MEMORANDUM FOR: Director of Communications  
→ Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

STAT

FROM:

[Redacted]  
Chief, Career Management Staff, DDA

SUBJECT: Shorthand Requirement for DDA Secretaries

1. In his "Search for Excellence" speech, the Director stated that shorthand would be eliminated as a requirement for promotion. This statement may be interpreted in various ways and has caused the Directorates to look further at their current policies.

2. Formulation of DDA policy on shorthand requirements must consider not only promotion but also assignment of personnel and identification of position duties. The following are recommendations that I will submit to the DDA on these three topics and I would appreciate any additions, deletions, or suggestions you might have to meet the needs of your Offices:

a. Promotion

Promotion is based upon comparative evaluation of employees in a particular grade and/or function. Failure to meet shorthand qualification requirements may be taken into consideration in the evaluation process when taking and transcribing dictation is an integral part of the job but will not in itself preclude promotion.

b. Assignment

Shorthand is a requirement for assignment to all GS-08 and above senior secretarial positions in DDA. Office Directors are delegated authority to waive shorthand requirements in special assignment circumstances at the GS-08 level.

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c. Position Duties

Individual managers will determine when the taking and transcribing of dictation is an integral part of secretarial positions under their supervision and will include the requirement for shorthand in position descriptions.

3. It is requested that you respond by close of business, 29 June 1984, in order to expedite a policy statement on this matter.

STAT

